



Accreditation Steering Committee Meeting

Tuesday, December 3, 2024

3-5 PM, MUB 39

<https://ccsf-edu.zoom.us/j/83897030018>

**MINUTES**

**Members Present:** Kristin Charles (Co-Chair), Sheri Miraglia (Co-Chair), Stephanie Chenard, Cynthia Dewar, Steven Brown, Michael Snider, Gwendolyn Inman, Tanya Clarkson, Sasha Akimov; **Alternates Present:** Hing Potter, Madeline Mueller

**Member Absent:** Andrea Niosi

**Alternates Absent:** Joseph Reyes, Lidia Jenkins

**Guest:** Lillian Marrujo-Duck, Maureen Harrington, Judy Seto

No.	Item	Discussion/Outcome	Follow Up/Individual Responsible
1.	Gather and Welcome New Student Member Sasha Akimov and Introductions	<ul style="list-style-type: none"><li>Welcomed new student member Sasha Akimov, and all attendees introduced themselves.</li><li>Sasha is the Vice President of the Associated Students Executive Council at the Mission Center.</li></ul>	
2.	Review and approve <a href="#">November 5<sup>th</sup> Minutes</a> (Action)	Kristin did not get a chance to review the November 5 <sup>th</sup> minutes so this item is moved to the next meeting.	
3.	Public Comments	<ul style="list-style-type: none"><li>Michael Snider reminded everyone about the Annual Family Resource Center Toy Drive. It is in full swing, and the Family Resource Center needs our support to make this the best yet. If anyone wants to donate, you can write the check to the Family Resource Center or bring a toy to the Center.</li><li>Steven Brown also shared with the Committee that the Environmental Horticultural and Floristry Department's Winter Plant Sale is on December 12<sup>th</sup>.</li></ul>	
4.	Accreditation Steering Committee Membership	<ul style="list-style-type: none"><li>We now have a new student member, Sasha Akimov. We will continue to promote student membership. We also</li></ul>	

	<ul style="list-style-type: none"> <li>• Student Members</li> </ul>	hope that Sasha can help recruit too.	
5.	<p>Accreditation Update</p> <ul style="list-style-type: none"> <li>• Review where we are on <a href="#"><u>Timeline for the Follow-Up Report to address the 2024 sanction</u></a></li> </ul>	<p>The Accreditation Steering Committee reviewed where we are on the Timeline for the draft Follow-Up Report.</p> <ul style="list-style-type: none"> <li>• At the last Accreditation Steering Committee meeting, we did a 1st read of the draft Follow-Up Report, then it was circulated collegewide to the constituent groups for their review.</li> <li>• Kristin presented the initial draft to the full Board at the November 7<sup>th</sup> Board meeting.</li> <li>• Today, the Accreditation Steering Committee will conduct its 2<sup>nd</sup> read of the Follow-Up Report with recommendation.</li> <li>• Next, it will go to the Academic Senate and then to PGC for their 2<sup>nd</sup> reads with recommendation.</li> <li>• The Board will conduct their 1<sup>st</sup> read of the final Follow-Up Report at their January Board Retreat and 2<sup>nd</sup> read with the acceptance of the Report at the January 2025 regular Board meeting. [Note the date of the Board's 1<sup>st</sup> read was later changed to a special meeting on January 16]</li> <li>• In February, Kristin will provide the BOT with a summary of any substantive updates to the ACCJC Follow-Up Report. Kristin will submit the Follow-Up Report prior to March 1, 2025.</li> <li>• The Site Visit is on Friday, March 28, 2025. It will be a one-day visit, and they will focus on the three non-compliance areas. We might not have any updates until they are here. A regular site visit involves interviews and forums for the public. For this site visit, we believe that there will be closed interviews, no forums. They will meet with the VP of Finance and Administration, Chancellor, and Board members. They will probably interview Kristin if there are concerns. We do not know if they will interview as a group or individually. We will know more in January/February 2025. Kristin will update the Committee.</li> </ul>	

6.	Conduct 2nd Read of <a href="#">Draft Follow-Up Report</a> to ACCJC (Action)	<ul style="list-style-type: none"> <li>● There was not much change to the Follow-Up Report. Kristin has added the evidence with a link to Google drive with as much evidence as for now. The numbering of the evidence might shift as we might have more evidence to add as we progress.</li> <li>● The Accreditation Steering Committee spent 30 minutes reviewing the Follow-Up Report to ACCJC.</li> <li>● Feedback from the Accreditation Steering Committee: <ul style="list-style-type: none"> <li>○ The Report represents where we are now.</li> <li>○ A Committee suggested that we should be consistent with spelling out the CCSF Board of Trustees when we talked about the Board throughout the document.</li> <li>○ How do we know if the evidence is enough/sufficient or not? We just follow the template given by ACCJC and it's fully evidence based. We really do not know if it is enough or not. We will provide content, as necessary, and focusing on the evidence is a critical component of it.</li> <li>○ When are we getting the Partnership Resource Team (PRT)? They have identified the members (peers from other colleges). The Chancellor asked the PRT if we could have more Team members that have a finance background. The State Chancellor's Office has assembled a group of 6-7 people. The names have not been released. It will be soon! Their first visit will be in early February, and second visit in mid-March. They will listen, ask questions, observe and look at some documents during the first visit, and they will provide observations and recommendations at the second visit. They are here to help.</li> <li>○ All the evidence that is highlighted in blue is not yet available. <ul style="list-style-type: none"> <li>- CR1-10, Letter to California Community Colleges Institutional Effectiveness Partnership Initiative (IEPI) - Kristin will get it from the Chancellor.</li> <li>- CR1-22, Guiding Principles for Financial Sustainability Adjustments - Kristin will get the final version from the Chancellor.</li> </ul> </li> <li>○ A Committee member asked if there is an on-boarding document for the CEO – No, but there is one for the new Board members for their orientation. On-boarding materials for the CEO could serve as evidence.</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>○ On the Follow-Up Report, it would be clearer to the audience if we could define which Chancellor, which will help with date and context.</li> <li>○ Kristin missed the last Board Ad Hoc Committee meeting on Policy. She will need to circle back on BP 2.08 - City College of San Francisco Collegial Governance: Academic Senate to the Chancellor.</li> <li>○ A Committee member asked if it is customary to list the Accreditation Steering Committee members on the Follow-Up Report – No need to list the Accreditation Steering Committee members. As long as the committee has reviewed the report and it is factual, then it is sufficient.</li> <li>○ Another recommendation for the Report is to mention that the College welcomes any feedback from the community and college-wide re the budget and follow-up report.</li> <li>● The Accreditation Steering Committee accepted the Follow-Up Report. (Michael motioned it and Sasha 2<sup>nd</sup> it.)</li> <li>● If there are any major changes, Kristin will let the Committee know.</li> </ul>	
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7.	Other Items	None	
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**Fall 2024 Meeting Dates:** 12/3 from 3-5 pm

Minutes taken by Judy Seto